



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-589

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF AGING

ALL DIVISIONS AND PROGRAMS

AGENCY		DIVISION
ITEM NO.	DESCRIPTION	RETENTION
	The items on this schedule pertain to all divisions and programs as do their retentions unless otherwise specifically stated.	
1.	<u>GENERAL CORRESPONDENCE & ADMINISTRATIVE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports including performance and statistical reports, directives, policies, and other material related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. May contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc..	<u>Ageing Personnel Office</u> - Retain for three (3) years after termination, then destroy. <u>DIVISIONS AND PROGRAMS</u> - Retain for (1) one year after termination, then destroy.
3.	<u>PUBLICATIONS FILES (HISTORY FILE)</u> This file contains (1) one copy of each publication produced by the Department of Ageing.	Retain permanently for eventual transfer to the Archives.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

8-5-87
DATE

Gerald A. Lurch
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

8/27/87
DATE

[Signature]
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

8-10-87
DATE

[Signature]
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

Thompson
DATE
[Signature]
SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
4.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports (Internal or external, financial or program)	Retain (1) one copy permanently for eventual transfer to the Archives.
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods received memoranda, billing invoices, expense/ travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for (3) three years then destroy.
6.	<u>BUDGET FILES</u> Capital Improvement Building Records (Budget Only) Annual Budget Submission Monthly Printouts Work Papers	Capital building records and budget submissions retain for (5) five years, then destroy. Retain monthly printouts year end copy and work papers for (2) two years, then destroy.
7.	<u>CAPITAL EXPENDITURE RECORDS</u> These files contain the agency specific copy of the Baltimore County's Office of Finance , Capital Accounting System Reports. The report for Ageing shows the capital expenditures monthly with the June 30th report showing the total accumulative expenditures for the fiscal year. (The OFFICIAL county record is retained by the Baltimore County, Office of Finance, Capital and Grants Accounting Section.)	Retain monthly printouts until updated, then destroy. Retain June 30th copy (year end) in office for (30) thirty years, then destroy.
8.	<u>CONTRACT, LEASE AND GRANT FILES</u> Files may contain original and copies of; A. Contracts and leases (originals are in Director's office). B. Grant Papers, Work Papers (originals are in Director's office), Background materials, applications, etc.	A. Administration: <u>DIRECTOR'S OFFICE</u> - Retain for (5) five years after completion or closed then destroy. <u>ALL OTHER COPIES</u> - Retain for (1) one year after completed or closed, then destroy. B. <u>ALL COPIES</u> Screen annually and destroy all non-record* material no longer needed for current reference.



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ITEM NO.	DESCRIPTION	RETENTION
9.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/stolen forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain remaining record material in office until Grant closed and audit completed by granting authority. If an audit occurs during the active life of the grant, a written letter of permission to dispose of audited records must be obtained from the auditor. This must accompany the disposal certificate sent to the Baltimore County Records Management Officer after disposal. Retain Fixed Asset Printouts for (1) one year, then destroy. Retain all other completed forms for (3) three years, then destroy.
10.	<u>TRAINING RECORDS</u> These files document the conferences, meetings, workshops and classroom training received by clients and/or staff and/or given by agency staff.	Screen annually and destroy all non-record* material no longer needed for current reference. Retain remaining record material in office until Grant closed and audit completed by granting authority. If an audit occurs during the active life of the grant, a written letter of permission to dispose of audited records must be obtained from the auditor. This must accompany the disposal certificate sent to the Baltimore County Records Management Officer after disposal.



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ITEM NO.	DESCRIPTION	RETENTION
11.	<u>CLIENT RECORDS</u> Case records on clients of various programs provided by the Department of Ageing. May include but are not limited to the following; information of particular needs - transportation, meals, medical assistance, emergency funds, home repair and maintenance. May also contain volunteer hours, registration (particular program), personal information, medical records, etc..	Screen annually and destroy all non-record* material no longer needed for current reference. Retain remaining record material in office until grant closed and audit completed by granting authority, then destroy. If audit occurs during the active life of the grant, a written letter of permission to dispose of audited records must be obtained from the auditor. This must accompany the disposal certificate sent to the Baltimore County Records Management Officer after disposal.
12.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for (1) one year, then destroy.
13.	<u>COMPUTER SYSTEM RECORDS</u> ANSS - Ageing Network Support System files may contain but are not limited to the following: correspondence, files, program information reports (programming information, user directions, system problem logs).	<u>NON SYSTEM RECORDS</u> Screen annually and destroy that material no longer needed for grant reference. <u>SOFTWARE & SYSTEM RECORDS</u> Retain until system is no longer used or system information is updated.
14.	<u>DISPATCHER/DRIVER RECORDS</u> Files contain copies of driver schedules and any changes or problems. Also used by drivers to record mileage, times, clients, etc..	Retain dispatcher copy for (6) six months, then destroy. Retain driver copy for (5) five years, then destroy.

* See Chapter 11 in the current Record's Management Manual for definition and basic information regarding Non-Records.